



Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE PUBLIC SAFETY COLLEGE
Lot 2, MWSS Compound, Katipunan Avenue cor. Ayala Heights,
Old Balara, Quezon City 1119



27 SEP 2019

OFFICE ORDERS

Number 2019-002

**Subject: GUIDELINES IN THE REVIEW AND COMPLIANCE
PROCEDURES IN THE FILLING AND SUBMISSION OF
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)**

A. BACKGROUND:

It is the policy of the State to promote a high standard of ethics in public service. Public Officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

By virtue of Republic Act No. 6713 enacted on 20 February 1989, Public Officials and employees have an obligation to accomplish and submit under oath their statement of assets, liabilities and networth (SALN), and a disclosure of business interests and financial connection, including of their spouses and unmarried children under eighteen (18) years of age living in their households.

B. COVERAGE:

All SALNs of the regular plantilla holder personnel of the Philippine Public Safety College (PPSC) shall be covered by the review and compliance as herein set forth.

C. GUIDELINES:

1. Filing and Submission of SALN:

- a. All PPSC plantilla holder personnel shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Personnel and Records Section (PRS) of the Administrative Division, PPSC Head Office:
 - (i) Filing shall be made within thirty (30) days after assumption to office, reckoned as of his/her first day of office;
 - (ii) Submission of SALN must be made on or before 30 April every year thereafter reckoned as of the end of the preceding year;
 - (iii) Submission of SALN must be done within thirty (30) days after separation from the service, reckoned as of the last day in office; and,
 - (iv) Plantilla Personnel are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs, items not applicable should be marked N/A (not applicable).

2. Persons Authorized to Review and Evaluate the Submitted SALNs:

The PPSC designated Review and Compliance Committee shall receive, through the PRS, AD and evaluate if the SALNs were submitted on time, complete and in the proper required form.

3. Duties of the Review and Compliance Committee:

The Review and Compliance Committee shall prepare the following lists of personnel, in alphabetical order to be submitted to the agency head for submission to the Civil Service Commission, as required every year:

- (i) Those who filed their SALNs with complete data;
- (ii) Those who filed their SALNs but incomplete data (to be notified for completion); and,
- (iii) Those who did not file their SALNs.

4. Duty of the President, PPSC to Issue Compliance Order:

Immediately upon receipt of the lists and recommendations on the submitted SALNs, the President, PPSC has the ministerial duty to issue orders requiring those who have incomplete data in their SALNs to correct/complete the required information, and those who did not submit/filed their SALNs to comply within specified period from receipt of such orders.

5. Sanction/s for Failure to Submit/File the SALN:

The failure of the personnel to submit/file their SALN in accordance with these procedures and within the prescribed period shall be a ground for applicable disciplinary action under the existing Rules of the Civil Service Commission (CSC).

6. Transmittal of All Submitted SALNs to the Concerned Agencies:

The PRS, AD shall transmit to the CSC all original copies of the SALNs received/evaluated on or before the date as required.

D. Effectivity:

These guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.


P/LTGEN. RICARDO F. DE LEON (Ret), PhD
President